

# Indiana Migrant Education Program

## Background

The Indiana Migrant Education Program (IMEP) serves children of migratory farmworkers who qualify under several eligibility criteria. Children must not have graduated from high school or have a GED and be between the ages of three through twenty-one. In order to receive the services of this program, a member in the Office of English Language Learning and Migrant Education must complete a Certificate of Eligibility (COE) for each child.

Each year around 13,000 migrant students receive the office's supplemental instructional services through 10-12 summer projects and 30-35 regular school year projects, in addition to a statewide tutorial program. The office's tutors travel to migrant camps to assist students with oral language and content areas skills linked closely with those in the student's home states. Students' education and health records are transferred to each new school in accordance with federal requirements.

## The National Migrant Education Hotline

**1-800-234-8848**

## Indiana Department of Education Office of English Language Learning and Migrant Education

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### Indianapolis Office

Room 229, State House  
Indianapolis, IN 46204-2798

**Darlene Slaby, Director**  
**Lauren Harvey, Assistant Director**

Molly Barrett, English Language Learning Specialist  
Sheila Cheatham, Administrative Support Specialist  
Cindy Fonseca, Records Support Specialist  
Vacant, English Language Learning Specialist  
Alyson Luther, English Language Learning Specialist  
Sarah Mullin, Migrant Education Field Specialist  
Gwen Patton, Data Entry Specialist  
Kristen Perry, English Language Learning Specialist  
Bev Smith, Fiscal Specialist  
Olga Tuchman, English Language Learning Specialist

**(317) 232-0555**

**Indiana Toll Free (800) 382-9962**

**National Toll Free (800) 379-1129**

**Main Fax (317) 234-2121**

**\*\*Data Fax (317) 233-1175\*\***

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### Migrant Education Field Office

3841 South LaFountain Street  
Kokomo, IN 46902

Janie Duke, Migrant Education Field Team Leader  
María González, Migrant Education Field Specialist  
Donna Jordan, Migrant Education Field Specialist  
Elizabeth Stipes, Migrant Education Field Specialist  
Doris Waters, Migrant Education Field Specialist

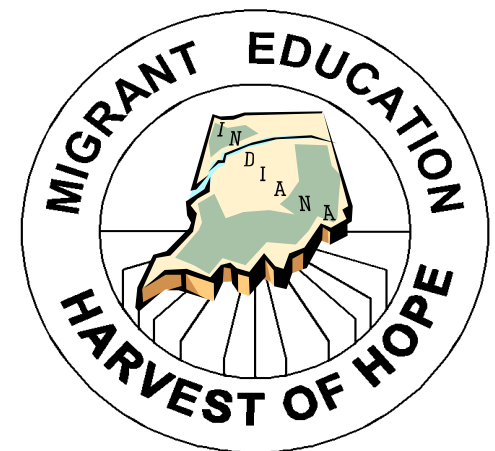
**(765) 865-2660**

**Indiana Toll Free (800) 537-3869**

**National Toll Free (800) 257-1677**

**Fax (765) 865-2663**

# Migrant Student Record Keeping



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## ATTENDANCE/ENROLLMENT LIST

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### What is an attendance/enrollment list?

A list of eligible migrant students with a valid COE and have attended school for at least one day during the school term.

### Why are these records important?

Without an accurate record of eligibility, a student cannot receive Migrant Education Program services.

### Important Reminders

- ♦ List should be in alphabetical order by student's last name.
- ♦ Only those students that have a valid Certificate of Eligibility (COE) and have attended school at least one day during the school term should be on the Attendance List.
- ♦ Maintain the most recent address, phone number, and COE number for each migrant student.
- ♦ Students without a COE should be entered on a Possible List, and remain there until they have received a COE or are identified as ineligible.
- ♦ If a student's QAD expires during the school term\*, and the student has attended at least one day of school, put their information on a Possible List and leave the student on the attendance list.

\*Do this 1-2 weeks before the QAD expires.

**E-mail the Attendance/ Enrollment List to [migrant@doe.in.gov](mailto:migrant@doe.in.gov) EVERY Friday**

## POSSIBLE MIGRANT STUDENT LIST

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### What is a Possible List?

A running list of students that may qualify as migrant children.

### Why is an accurate Possible List important?

It is used as a tool in locating students that may be migrant.

### Important Reminders

- ♦ A Possible List is separate from the Attendance/Enrollment List.
- ♦ A student should remain on a Possible List until they have received a COE or they have been identified as ineligible.

**E-mail the Possible List to [migrant@doe.in.gov](mailto:migrant@doe.in.gov) EVERY Friday.**



## WITHDRAWAL FORMS

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### Important Reminders

- ♦ Complete school withdrawal forms for **ALL** elementary and secondary migrant students after student withdraws.
- ♦ **Section D. Special Education Information:** Refer to “Special Education Data Codes” (Appendix A) for a listing of codes and instructions.
- ♦ **Section E. Services Provided:** Refer to “Definitions of Services” (Appendix B) for a listing of definitions.
- ♦ Make sure to send the appropriate copies to the designated people and places.
- ♦ **Secondary Withdrawal Forms:** Course credit information (Section C) should be recorded in percentages **NOT** letter grades. Promptly send the white copy to the Indianapolis Office to ensure fast and accurate credit transfers.

Questions about  
Migrant Student Record Keeping  
may be directed to:

**Cindy Fonseca,  
Records Support Specialist**

(317) 232-0555  
Indiana Toll Free (800) 382-9962

[cfonseca@doe.in.gov](mailto:cfonseca@doe.in.gov)